

TOWN OF WEST TISBURY PERSONNEL BOARD

June 12, 2006

Present: Norm Perry, Dan Cabot, John Powers, Maeve Sheehan and Maria McFarland

Absent: Nancy-Alyce Abbott

The meeting opened at 5:30 P.M., Norm Perry, presiding.

Performance Reviews:

The board reviewed and approved the performance evaluations for Nelia Decker and Matthew Mincone. Nelia and Matthew are both at step 7 on their grade. The board also reviewed and approved the performance evaluation and a one step increase for Jesse Oliver.

Maria was instructed to review the form of the police department evaluation to see if the format has been changed.

Minutes: The minutes of the May 8, 2006 meeting were approved as written.

New Business

Wage Scale - John Powers made a motion to abolish steps 1 and 2 of the wage scale and to add a step at the end of each grade. After discussion the motion was amended that the Personnel Board make a recommendation to Town meeting that step 1 of the wage scale be eliminated. The motion was seconded and unanimously approved. A warrant article could either be drafted for the next special town meeting or a town meeting following completion of the salary review. Maria was instructed to ask the town accountant to look at the impact of adding a step at the end of each grade.

CPA Committee: The Board reviewed and discussed the job description for the newly formed CPA Committee. A motion was made and seconded to concur that this position is an Administrative Assistant II (Grade 5) position. The vote in favor was unanimous.

Compensation Plan: Maria reported that Jen Rand reviewed the RFP and had no changes. It looks fine. The next step will be to mail them out and put it in the paper.

Administrative: The following were reviewed and signed:

Town Clerk – Job certification form for the street list assistant

Library – Job certification form for the new circulation assistant

Police Dept. – Job certification form for the new police officer

Correspondence In: Police Dept – Copies of letters from the Board of Selectmen for 3 new special police officers

There being no further business the meeting was adjourned at 6:15 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED